

Job Seeking Skills Workshops

April – December, 2014

★ Cedar City Employment Center
176 E. 200 N. • Cedar City

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free:
1-866-747-9762, 435-865-6530,
visit jobs.utah.gov or come to DWS at
176 E. 200 N. • Cedar City, Utah

Job Seeking Skills

RESUMÉ WRITING 9:30 AM–11:30 AM :

April 21	Sept. 1, 15
May 5, 19	Oct. 6, 20
June 2, 16	Nov 3, 17
July 7, 21	Dec 1, 15
Aug 4, 18	

INTERVIEWING SKILLS 9:30 AM–11:30 AM :

April 24	Sept. 4, 18
May 8, 22	Oct. 9, 23
June 5, 19	Nov 6, 20
July 10, 24	Dec 4, 18
Aug 7, 21	

JOB SEARCHING WITH TECHNOLOGY 9:30 AM–11:30 AM:

April 22	Sept. 2, 16
May 6, 20	Oct. 7, 21
June 3, 17	Nov 4, 18
July 8, 22	Dec 2, 16
Aug 5, 19	

NETWORKING STRATEGIES 9:30 AM–11:30 AM:

April 23	Sept. 3, 17
May 7, 21	Oct. 8, 22
June 4, 18	Nov 5, 19
July 9, 23	Dec 3, 17
Aug 6, 20	

Life Skills

BUDGETING AND REBUILDING YOUR FINANCES 9:30 AM–11:30 AM:

April 15, 29	Sept. 9, 23
May 13, 27	Oct. 14, 28
June 10, 24	
July 8, 22	
Aug 12, 26	

RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

JOB SEARCHING WITH TECHNOLOGY:

Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

BUDGETING AND REBUILDING YOUR FINANCES:

Learn how to budget, save, repay debt and build credit.

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.